



CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)  
MISUSE INVESTIGATION REPORTING

2018

Calendar Year

MONTEBELLO POLICE DEPARTMENT

Agency Name or Qualifying Sub-Unit of a Non-LE Agency

4/25/2019

Date

CA0194700

Originating Agency Identifier (ORI) Number(s) – Attach Additional Paper if Necessary

MONIQUE DELLIBOVI

Name of Person Completing Form

MDELLIBOVI@CITYOFMONTEBELLO.COM

E-Mail Address of Person Completing Form

(323) 887-1224

Phone Number

MONIQUE DELLIBOVI

Name of Agency CLETS Coordinator (ACC)

MDELLIBOVI@CITYOFMONTEBELLO.COM

E-Mail Address of Agency CLETS Coordinator (ACC)

(323) 887-1224

Phone Number

1. Total number of investigations performed related to CLETS misuse:

2. Total number of misuse investigations with NO misuse found:

3. Total number of misuse investigations still pending:

4. Total number of founded misuse violations from investigations:

A. Total numbers for administrative actions taken on founded misuse violations<sup>1</sup>:

Counsel <input type="text" value="0"/>	Reprimand <input type="text" value="0"/>	Training <input type="text" value="0"/>	Suspension <input type="text" value="0"/>
Resignation <input type="text" value="0"/>	Termination <input type="text" value="0"/>	Other <sup>2</sup> <input type="text" value="0"/>	No Action <sup>2</sup> <input type="text" value="0"/>

B. Total number of criminal complaints filed:

Infraction <input type="text" value="0"/>	Misdemeanor <input type="text" value="0"/>	Felony <input type="text" value="0"/>
---	--	---------------------------------------

C. Total number of convictions from criminal complaints:

Infraction <input type="text" value="0"/>	Misdemeanor <input type="text" value="0"/>	Felony <input type="text" value="0"/>
---	--	---------------------------------------

5. How many misuse investigations originated from the following:

A. Private Citizen Complaints <input type="text" value="0"/>	B. Internal Within Department <input type="text" value="0"/>
C. From Another Agency <input type="text" value="0"/>	D. Department of Justice <input type="text" value="0"/>

Regardless of whether your agency had any reported misuse, submit this form by February 1 of each year for the previous calendar year. Include the number of investigations performed related to CLETS misuse and include any disciplinary action taken, if applicable. The agency may need to contact their internal investigations department. For additional information please refer to the Department of Justice information bulletin 18-07-CJIS on the California Law Enforcement Web (CLEW).

<sup>1</sup>Total number of actions taken may exceed total number of founded misuse violations.

<sup>2</sup>If any number other than 0 is entered in "Other" or "No Action" it is required that the agency attach documentation that supports the decision. Personal information within the documentation should be redacted or omitted.



[Print Form](#)

[Reset Form](#)

## CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) CHANGE REQUEST

Montebello Police Department

Agency Name

1600 W. Beverly Blvd.,

Address

Montebello

City

90640

Zip Code

Monique DelliBovi - Records Supervisor

Name and Title of Person Requesting Change

Check if Change in Agency Address and/or Phone

CA0194700

Originating Agency Identifier (ORI) Number

(323)887-1313

Agency Phone Number

Los Angeles

County

(323)887-1224

Phone Number

### COMPLETE ALL AREAS REQUIRING CHANGE

Agency Head (If new designation, complete a new Subscriber Agreement)

Brad Keller

Name

1600 W. Beverly Blvd., Montebello CA 90640

Address

bkeller@cityofmontebello.com

Email

(323)887-1313

Phone Number

(323)887-1317

Fax Number

Agency CLETS Coordinator (ACC) (If new designation, prior ACC or Agency Head must sign this form)

Monique DelliBovi

Name

1600 W. Beverly Blvd., Montebello CA 90640

Address

mdellibovi@cityofmontebello.com

Email

(323)887-1224

Phone Number

(323)887-1318

Fax Number

Security Point of Contact (SPOC)

Monique DelliBovi

Name

1600 W. Beverly Blvd., Montebello CA 90640

Address

mdellibovi@cityofmontebello.com

Email

(323)887-1224

Phone Number

(323)887-1318

Fax Number

NCIC/ORION Information

(323)887-1313

Phone Number

(323)887-1212

Alternate Phone Number

(323)887-1318

Fax Number

(323)887-1592

Alternate Fax Number

Please use the separate Hit Confirmation Data form for providing hit confirmation information changes.

Signature of ACC or Agency Head

4-25-19

Date

California Department of Justice  
CLETS Administration Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
Phone: (916) 210-4240  
Fax: (916) 227-0696  
Email: CAS@doj.ca.gov



## CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) POLICIES, PRACTICES, AND PROCEDURES ACKNOWLEDGEMENT

California Department of Justice  
CLETS Administration Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
Telephone: (916) 210-4240  
Fax: (916) 227-0696

[cets@doj.ca.gov](mailto:cets@doj.ca.gov)

As the head of this law enforcement agency, my signature below certifies that I have received and reviewed the CLETS PPPs; that I agree to conform to the CLETS operating policies and procedures of the California DOJ; and, abide by all California and federal laws regulating the use of information from the CLETS.

It is further agreed that I shall not use any non-criminal history information contained within this database for immigration enforcement purposes as stated in CLETS PPP section 1.6.1. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C." 1373 and 1644.

My signature below also certifies my understanding that a violation of these policies and regulations may result in suspension of service or other appropriate disciplinary actions as determined by the CA DOJ, with recommendation from the CLETS Advisory Committee.

AGENCY NAME: MONTEBELLO POLICE DEPARTMENT

ORI NUMBER: CA0194700

ADDRESS: 1600 W. BEVERLY BLVD., MONTEBELLO CA 90640

AGENCY HEAD PRINTED NAME: BRAD KELLER - CHIEF OF POLICE

AGENCY HEAD TELEPHONE NUMBER: (323)887-1313

AGENCY HEAD E-MAIL ADDRESS: bkeller@cityofmontebello.com

AGENCY SIGNATURE:

DATE SIGNED:

4-25-17

**The signed, completed form shall be returned within 30-days to the CLETS Administration Section via e-mail, facsimile or address identified above.**



## CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) SUBSCRIBER AGREEMENT

Department of Justice  
CLETS Administration Section P.O. Box 903387  
Sacramento, CA 94203-3870  
Telephone (916) 210-4240  
Fax (916) 227-0696  
[cets@doj.ca.gov](mailto:cets@doj.ca.gov)

ORI # ca0194700

County LOS ANGELES

In accordance with Section 15165 of the Government Code, it is hereby agreed that

MONTEBELLO POLICE DEPARTMENT

(Name of CLETS Subscribing Agency)

hereinafter referred to as Subscriber, the Subscriber to the California Law Enforcement Telecommunications System (CLETS), will abide by all California and federal laws regulating the use of information from the CLETS; and, conform to the operating policies and regulations of the California Department of Justice (CA DOJ), the Federal Bureau of Investigation (FBI) and the International Justice and Public Safety Network (Nlets). It is further agreed that federal, state or local law enforcement agencies shall not use any non-criminal history information contained within this database for immigration enforcement purposes. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. sections 1373 and 1644.

It is understood by the Subscriber that violation of these policies, regulations and laws may result in suspension of service or other appropriate disciplinary actions as determined by the CA DOJ, with recommendation from the CLETS Advisory Committee. The CA DOJ reserves the right to immediately suspend furnishing criminal offender record information to the Subscriber when either security or dissemination requirements are violated.

It is understood by the Subscriber that it is the responsibility of all city, county, state and federal agencies that use information from the CLETS, are required to participate in the CA DOJ's training programs to ensure all personnel (i.e., terminal operators, peace officers, investigators, clerical, agency management/supervisors, etc.) are trained in the operation, policies, regulations and laws of each file that is accessed or updated. The Subscriber understands that training shall be provided only by the CA DOJ's training staff or another certified CLETS/NCIC trainer. Periodic unannounced site inspections may be performed by the CA DOJ to ensure compliance with the criminal offender record information regulations and CA DOJ policies.



## CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) SUBSCRIBER AGREEMENT

ORI # CA0194700

County: LOS ANGELES

It is further agreed by the Subscriber that the following training requirements will be followed:

1. Initially (within six months of employment or assignment) train, functionally test, and affirm the proficiency of all terminal (equipment) operators (full access/less than full access) by the completion of a Proficiency Examination (or facsimile thereof) to ensure compliance with the CLETS/NCIC policies and regulations.
2. Biennially provide functional re-testing and reaffirm the proficiency of all terminal (equipment) operators (full access/less than full access) by the completion of a Proficiency Examination (or facsimile thereof) to ensure compliance with the CLETS/NCIC policies and regulations.
3. Maintain record of all training, testing, and proficiency affirmation. An individual computerized or written log must be maintained on each full access operator. Such logs may be destroyed three years after the operator is separated from the agency. Training records for less than full access operators, practitioners, administrators, and other sworn/non-sworn law enforcement personnel shall be maintained on a computerized or written group log. Less than full access operator group access logs shall be retained indefinitely by the agency. The examinations may be discarded upon entry of the required information in the appropriate log.
4. Initially (within six months of employment or assignment) all sworn law enforcement personnel must receive basic training in the CLETS/NCIC policy and regulations.
5. Make available appropriate training on the CLETS/NCIC system use for criminal justice practitioners other than sworn personnel.
6. All sworn law enforcement personnel and other practitioners should be provided with continuing access to information concerning the CLETS/NCIC systems, using methods such as roll call and in-service training.
7. Provide peer-level training on the CLETS/NCIC system use, regulations, policies, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers.

Either the CA DOJ or the Subscriber may, upon 30 days notice in writing, discontinue service. This Subscriber Agreement shall be renewed when the agency head changes or immediately upon request of the CA DOJ.

BRAD KELLER

Agency Head Name

Agency Head Signature

CHIEF OF POLICE

Title

Date

# Montebello Police Department



1600 West Beverly Boulevard  
Montebello, California 90640  
Phone: (323) 887-1313  
Fax: (323) 887-1318



*"Dedicated to Superior Service"*

## Fax Transmission Cover Sheet

Date:	4/25/2019
To:	CLETS Administration Section
Agency:	Montebello Police Department
Fax:	916-227-0696
Subject:	Change Request/Subsriber Agreement/System Policies
Sender:	M. DelliBovi / Records Supervisor
Message:	<p>Please see attached required forms from our department</p> <p>Thank You,</p> <p>Monique DelliBovi Records Supervisor Montebello Police Department Office: (323) 887-1224</p>

TRANSMISSION VERIFICATION REPORT

TIME : 04/25/2019 14:03  
NAME : RECORDS MAIN FAX  
FAX : 3237251592  
SER. # : BROJ6F635250

DATE, TIME	04/25 14:02
FAX NO./NAME	19162270696
DURATION	00:01:35
PAGE(S)	05
RESULT	OK
MODE	STANDARD ECM